SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Data Base Coordinator	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	Information Technology	**CLASSIFICATION:**	Classified
FLSA:	Exempt	**SALARY GRADE:**	054
			AASD Supervisors'
REVISED:	April 7, 2003		

BASIC FUNCTION:

Coordinate the use of and access to all data base information and maintain data base security.

REPRESENTATIVE DUTIES: **(Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

E = Essential Functions

Develop, maintain, and control standards for data base information and its usage. **E**

Review and recommend approval of data base design. **E**

Determine rules of access to the data base and monitor their security. **E**

Control data base integrity and availability. **E**

Coordinate all activities for reorganization of data bases and back-up recovery. **E**

Enforce procedures for accurate, complete, and timely update of the data bases. **E**

Supervise the operation of new programs with existing production data bases. **E**

Maintain current information on data bases through the use of a data dictionary system. **E**

Provide immediate supervision to assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to a degree from a four-year college in information systems or other related field, including or supplemented by courses in systems development and programming, and four years of recent experience in systems development and programming. Two years of this experience must have included major responsibility for data base administration on an IBM system 370 using one of the OS/VS operating systems.

LICENSES AND OTHER REQUIREMENTS:
None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Data base administration in an IBM system 370, OS/VS environment.
Technical aspects of field of specialty.
Oral and written communication skills.
Reading and writing English communication skills.

ABILITY TO:
Coordinate the use of and access to data base information and maintain data base security.
Train, supervise, and evaluate the work of assigned staff.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.24.04—PeopleSoft
Job Code 6733
PH